

# USER'S EVALUATION

MIS SERIAL NO.  

Approved For Release 2001/08/28 : CIA-RDP67-00059A000200050049-1

In order that MIS and its field offices may at all times be completely informed of the value to your office of the information supplied, you are requested to complete this form, with any comments or suggestions. If the report does not concern your work, check only the first three questions.

## **\*ARMY Declass/Release Instructions On File\***

Detach and return this form, through channels required by your organization,

TO ANALYSIS BRANCH, MIS, WAR DEPARTMENT, WASHINGTON 25, D.C. (Phone-6205)

	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED	CLEAR
<p>This report was classified:</p>					
<p>Intelligent and helpful comments and reasons for evaluation greatly assist author and are expressly desired.</p>					
Do you desire more information on the <i>subject(s)</i> covered in this report?	Yes <input type="checkbox"/> No <input type="checkbox"/>		<div style="text-align: center; margin-top: 50px;">↑</div>		
Is this report: of immediate value?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
of future value?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Is the <i>information</i> : easily understandable?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
organized to suit your purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Do you believe the report covers too many subjects?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Is the report late?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Is the report an unnecessary duplication of previous information?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Do you agree with the field evaluation (if any) given in the report? If not, please comment.	Yes <input type="checkbox"/> No <input type="checkbox"/>		<div style="text-align: center; margin-top: 50px;">↓</div>		
<p>How do you rate this report? Superior <input type="checkbox"/> Excellent <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/></p>					

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Person Evaluating

Agency Evaluating

Date Received

Date Evaluated

WAR DEPARTMENT  
Approved For Release 2001/08/28 : CIA-RDP67-00059A000200050049-1  
WASHINGTON (25) D.C.

### INSTRUCTIONS FOR THE USE OF "USER'S EVALUATION" FORMS

1. Please indicate, by checking "Yes" or "No" in answer to the questions on the form, your opinion of the value to your office of the document being evaluated. Your answers to the questions will indicate:

- 1st Question: Whether or not you wish to receive additional data on the subject(s) covered by the report.
- 2nd & 3rd Questions: Whether the report is of immediate or possible future value to you. A negative answer to both questions will indicate that the report is of no present or future value to your office.
- 4th Question: Whether you believe the report was properly prepared and clear in meaning, so far as the requirements of your office are concerned.
- 5th Question: Whether the subject matter was presented in a form readily usable by your office.
- 6th Question: Whether you believe the report included too many unrelated subjects which should have been reported in separate dispatches.
- 7th Question: Whether the report arrived in time to be of use to you.
- 8th Question: Whether the report is valuable confirmation of previous reports or merely duplication.
- 9th Question: Whether you believe the field office is accurate in its estimate of the reliability of its sources and credibility of its information. If you believe the field evaluation is incorrect, please explain under "Comments."
- 10th Question: Your opinion of the value of the report to your office. Check only in case the report concerns your work.

2. The M. I. S. will be glad to receive any constructive suggestions, and space has been provided for them. If classified information is included, the form should be appropriately classified by stamp.

3. Each "User's Evaluation" should be signed by the person evaluating the report, giving the name of his office, the date he received the document, and the date of the evaluation.

4. The evaluation will then be detached from the document it covers and forwarded to Analysis Branch, MIS, War Department, Washington 25, D.C.

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